

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES b
2. AMENDMENT/MODIFICATION NO. W5001127B/0001	3. EFFECTIVE DATE 06/05/96	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency BID/PROPOSAL ROOM (3803F) 401 M Street, S.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
		Not Applicable.	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(b)	9A. AMENDMENT OF SOLICITATION NO. W5001127B
		b	9B. DATED (SEE ITEM 11) 05/17/96
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(b)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) LINDA C. JORDAN	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA _____ (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. Block 9 on the SF 33 form has been modified as follows:

Proposal, Date Due: 06/24/96

2. The clause entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS" has been modified. The text is as follows:

(a) Technical proposal instructions. There is a 100 page limit on technical proposals, 60 pages for paragraph (ii) and 40 pages for (iii). Page size shall be 8-1/2 by 11 inches with type size not less than 12 point, single spaced (type size limits do not apply to Tables and Figures provided they are clear and readable). The following are not included in the proposals 100-page limit: 1) Resumes; 2) List of contracts and subcontracts from the past three years required for past performance evaluations in accordance with Clause L.9 (maximum one page per project); 3) 1-page cover letter, required certifications, 1-page commitment letters, report covers, tables(s) of contents, title pages, section dividers, blank pages.

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions. The technical proposal shall address how the contractor will accomplish the tasks set out in the statement of work. In addition, technical proposals shall follow and be organized consistent with the order of the technical evaluation criteria in Section M and shall include information addressing each of the criteria to enable EPA to evaluate the offeror's response to each of the technical evaluation criteria.

(i) Past Performance Information must be provided in accordance with the Section L.9 provision.

(ii) Expertise and Facilities. The offeror shall submit information addressing the following areas pertaining to corporate expertise and availability of facilities and personnel:

(A) Company Qualifications and Experience

Corporate technical and managerial competence and experience of the prime contractor, subcontractor(s), and consultant(s).

(B) Facilities and Data Resources

Staff access to computer resources, communications networks, on-line database services, and other information resources. Capability to deliver detailed financial, progress, and technical reports in formats compatible with the Agency's evolving automated environment. Accessibility of corporate resources to this project, including geographic location and facilities for rapid transfer of communications and expert consultation.

(C) Expertise and Availability of Proposed Project Manager and Deputy Project Manager - Key Personnel.

Demonstrate availability of Key Personnel. If availability of in-house personnel in some areas can not be demonstrated, provide names and commitment letters for subcontractors or consultants who will be used to satisfy the contract requirements.

1. MANAGEMENT EXPERTISE. Describe expertise of Key Personnel in managing numerous research projects simultaneously, with each project having required a team consisting of up to ten or more professionals with diverse expertise. Describe expertise in responding to changes in program priorities and schedules, and quick-turnaround assignments.
2. TECHNICAL QUALIFICATIONS. Describe expertise of Key Personnel relevant to the Statement of Work and similar relevant projects.

(D) Demonstrate Expertise and Availability of Proposed Project Staff

Expertise and availability of specific staff members (other than the project manager and deputy project manager) and subcontractors in the following areas:

1. MANAGEMENT EXPERTISE. Expertise in successfully managing research projects requiring teams consisting of up to ten or more professionals with diverse skills and expertise. Expertise in responding to changes in program priorities and schedules, and quick-turnaround assignments.
2. ECONOMICS. Expertise in performing economic analysis on topics related to the statement of work, including the following: (1) environmental benefit-cost analysis and benefits valuation; (2) industrial organization; financial analysis; business decision making; (3) statistics; econometrics; decision making under uncertainty; (4) market incentives; economics of information; economics of innovation; international trade; (5) expertise with spreadsheet, statistical, database, and other software for performing economic analyses.
3. CHEMICAL INDUSTRY AND OTHER SECTORS. Expertise in the economics of the chemical industry and other sectors affected by OPPT actions; knowledge of chemical and biotechnology markets affected by TSCA; knowledge of data sources; expertise in conducting on-line searches for information;
4. PRODUCTION AND R&D PROCESSES. Expertise in developing engineering cost analyses of alternative approaches to pollution prevention and control, including, for example, chemical substitution, engineering controls, abatement methods, process changes, and containment of

genetically engineered microorganisms.
Expertise in analyzing company regulatory compliance programs, decision processes, and R&D processes;

5. SURVEYS. Expertise in developing and conducting limited interview programs (e.g. up to twenty interviews) and large surveys with sample sizes of up to one thousand.
6. WRITING, EDITING, PRESENTATIONS, AND MEETING TECHNICAL SUPPORT. Expertise in editing technical documents, using suitable report and presentation style, and conveying ideas clearly and logically; presenting clear oral briefings; providing analytical and other technical (as opposed to logistical) support for meetings on topics related to the Statement of Work, such as creation of draft agenda, informational materials, and proceedings summaries. Expertise with word processing, desktop publishing, presentation packages, communications, and other software for preparing and communicating reports and briefings.

(E) In addition to a narrative description that address each of the aforementioned areas the offeror must provide the following tables which pertain to corporate qualifications and expertise:

1. Availability and expertise of personnel

Provide a table which summarizes at least the following information for EACH level 3 and level 4 staff proposed. (This table counts in the proposal page limit.)

- a. company, professional level, person's name, principle role in contract, education (for example, most advanced degree), years of experience;
- b. areas of expertise;
- c. a list of other projects in which personnel are involved with their respective termination dates.
- d. for each of the first three contract periods, the percentage of time expected to be devoted to this contract.

2. Summary of corporate qualifications

Provide a table summarizing corporate qualifications, including at least the following information (this table counts in the proposal page limit).

- a. company name;
- b. location of offices that will perform the contract;
- c. company areas of expertise.

- (iii) Sample Work Assignments. Offerors must prepare a workplan for each of the sample work assignments in accordance with the directions given in paragraph B below:

(A) Introduction

The EPA's Office of Pollution Prevention and Toxics (OPPT) requires economic analysis support relevant to EPA decision making affecting toxic substances, covering a broad range of tasks, from market data collection to formal benefit-cost analysis. The sample work assignments correspond to several of these types of activities. Responses to the hypothetical work assignments given below will allow EPA to evaluate the proposer's knowledge of the relevant regulatory framework, research capabilities, and ability to apply appropriate effort to this type of work assignment.

The objectives of each work assignment are listed along with an indication of the typical resource limitations for actual work assignments of that type. Each work assignment is independent and the relevant particulars are listed in each section.

The responses may take into account availability of information at EPA. OPPT's Regulatory Impacts Branch maintains a collection of publications and reports describing chemical markets, including industry directories, buyers guides, market research reports on specific chemical industry sectors, and SRI International's Chemical Economics Handbook (CEH). CEH and other proprietary reports may be used on-site for work under this contract, but may not be photocopied or taken off-site. The OPPT library and the OPPT Public Docket, both located at EPA D.C. headquarters, also contain materials related to chemical markets.

(B) Directions

For each hypothetical work assignment, prepare a workplan that describes how you would perform the tasks (i.e., how you would respond to task requirements, not an actual response). Do NOT present estimated dollar costs. Also, do NOT include workplan preparation time in the total proposed hours.

The responses for the hypothetical work assignments must be independent of each other and THE COMBINED RESPONSES MUST BE NO MORE THAN FORTY (40) SINGLE SPACED PAGES, including all text, tables, figures, references etc. The responses must include the following:

1. Discussion of key issues and analytical methodology. When theoretical considerations are significant, the advantages of the proposed approach should be noted.
2. Discussion of needed data or other information, and how it may be gathered. An assessment of the expected limitations of the results in view of any relevant practical and theoretical considerations, including anticipated data and budget problems. An outline of what steps might be taken to improve the expected results given any limitations discussed in #1 above.
3. A schedule and description of the approach proposed to

complete tasks while staying within the stated resource and time limits, including a description of methods to assure high quality analysis and writing in deliverables. Identification of Task Team Members by name, background, role in the project, and expected hours for each individual, by task. Since the contractor will be asked to simultaneously perform many work assignments under this contract, FOR HYPOTHETICAL WORK ASSIGNMENT 2, PROPOSE A SEPARATE TEAM THAT DOES NOT OVERLAP WITH WORK ASSIGNMENT 1. IN ADDITION, FOR WORK ASSIGNMENT 2 AN ALTERNATIVE NON-OVERLAPPING TEAM MUST BE PROPOSED. (i.e. There are a total of three non-overlapping teams, one for Work Assignment 1 and two for Work Assignment 2.)

Sample Work Assignment No. 1
Hypothetical Chemical "Xchem" and Substitutes

NOTE: The products in this work assignment are entirely fictional.

BACKGROUND

The Office of Pollution Prevention and Toxic Substances screens chemicals for possible regulatory or non-regulatory actions to reduce health and environmental hazards. Market descriptions are needed as one input to the screening process, including identification of alternative chemicals or processes that might substitute for each other.

Assume that OPPT is examining xchem, a toxic chemical used only in the production of a new burglar-resistant plastic glazing for buildings. The new plastic can also be produced through a process that does not use xchem. Construction industry use of the new plastic is growing rapidly because it is inexpensive and tough, and does not discolor over time.

OPPT wishes to examine both xchem and technologies that may directly or indirectly substitute for xchem. Among other concerns, EPA does not want to cause manufacturers to shift to more harmful alternatives. EPA will use the results of this work assignment, together with exposure and hazard information developed by EPA scientists, to assess risks and plan its next step affecting xchem, such as further OPPT study, non-regulatory actions to encourage voluntary industry pollution prevention, rulemaking under Section 6 of TSCA, or no further action.

Allow up to 300 professional Level of Effort hours for this work assignment. (Do not include workplan preparation time in the 300 hours.)

TASKS

TASK 1. PREPARE A DRAFT ECONOMIC REPORT

Prepare a draft report describing the market and trends for xchem and its direct and indirect substitutes in building glazing applications, including substitute chemicals, processes, and end products. The report shall describe the following:

1. Name and CAS Registry number of each substitute;
2. Identity and location of U.S. producers and importers of xchem and substitutes;

3. Volume of U.S. production, consumption, imports, and exports, for xchem and substitutes, over the past three years and projected for the next three years:

a. Total volumes for xchem and each substitute in all markets;

b. Volumes for xchem and each substitute represented by the building glazing market;

4. Price of xchem and direct or indirect substitutes;

5. Each major subcategory of use within the building glazing market including:

a. Type use and Standard Industrial Classification (SIC) for each subcategory;

b. Production volumes of xchem and each substitute for each subcategory;

c. Name, manufacturing locations, and use volume of corporate customers for xchem and substitutes.

6. Economic feasibility of the direct and indirect substitutes in each use within the building glazing market, taking into account factors such as price, performance, and relative quantities required to substitute one chemical or product for another;

7. Trends in the market for xchem affecting the future volume and nature of use for xchem and substitutes.

Deliverable: One copy of draft report, due eight weeks after EPA approves the workplan

TASK 2. REVISE THE DRAFT REPORT AND PREPARE A FINAL REPORT

Revise the draft report in response to comments from the EPA Work Assignment Manager. For the purpose of costing out this workplan, assume that 50 hours will be required to respond to WAM substantive and editorial comments.

Deliverables: Ten print copies of the final report, due four weeks after the WAM provides comments on the draft report.

Sample Work Assignment No. 2
Regulatory Impact Analysis for Chemical X

Note: The product and risks described in this sample work assignment are entirely fictional.

I. BACKGROUND

This model Work Assignment focuses on benefits assessment, value of information, and effects on innovation.

Assume that OPPT has identified hazardous chemical X for which it wishes to take regulatory or non-regulatory action to reduce risks. Chemical X is already reported on the Toxic Release Inventory (TRI). Chemical X is used primarily by small and medium size companies that manufacture an item sold to computer manufacturers. Several processes in use or under development compete with the process that requires chemical X. Risk-related characteristics are as follows:

- * Manufacturers using the chemical are located throughout the U.S. There are significant releases to surface waters, including rivers in National Parks. There are no significant air emissions.
- * Aquatic toxicity is a concern; the chemical accumulates in fat and may have contributed to a decline in populations of some fisheries. It may also affect wildlife in National Parks and elsewhere, through food chain effects.
- * In humans, chemical X causes headaches, hypertension, and possibly reproductive effects. Parts of the public are exposed through drinking water.

OPPT is considering three options:

(1) Baseline Option -- OPPT continues current policies; it does not introduce any new regulations or new information programs affecting this chemical. It continues prior requirements such as reporting on the Toxic Release Inventory.

(2) Information Option -- OPPT introduces a new information program for chemical X. Assume that EPA will spend \$1,000,000 on the program over five years. Industry participation is voluntary. Under this option, EPA would develop information describing comparative environmental risks, costs, and performance of chemical X and substitute technologies.

EPA would provide this information through detailed technical reports, fact sheets, case studies, and presentations and booths at trade shows. Information would be available on the Internet as well as in print form.

(3) Economic Incentives -- EPA imposes a fee on the production of chemical X.

II. TASKS

Prepare a report to assist EPA in comparing the Information and Incentives options with the Baseline Option, addressing these economic issues:

1. Compare the effects of the three options on industry behavior impacting on environmental protection. Include effects on innovation that might impede or aid environmental protection.
2. Compare the effects on environmental benefits. Include changes in exposure, health and ecological effects, and valuation of ecological and health effects.
3. Prepare an economic analysis that compares the overall social net benefits of the three options.

Level of Effort: The Level of Effort is estimated at 2000 hours of direct professional time, not counting hours needed to prepare the workplan.

Deliverables: A final report is due one year after EPA approves the workplan.

(b) Cost or pricing proposal instructions. In addition to a hard copy of the information, to expedite review of your proposal, you are requested to submit a computer disk containing the financial data required below, if this information is available using a commercial spreadsheet program on a personal computer. Please indicate the software program used to create this information. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal.

- (1) General - Submit cost or pricing information on Standard Form 1448, Proposal Cover Sheet (Cost or Pricing Data Not Required), prepared in accordance with FAR Table 15-3, Instructions for Submission of Information Other Than Cost or Pricing Data and the following:

- (i) clearly identify separate cost or pricing information associated with any:

- (A) Option to extend the term of the contract;

- (B) Options for the Government to order incremental quantities

(ii) Submit current financial statement, including a Balance Sheet, Statement of Income (Loss), and Cash Flow for the last two completed fiscal years. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.)

(2) Direct Labor.

(i) Attach support schedules for each proposed labor category, indicating both proposed hours and rates. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge, in accordance with your normal accounting treatment, are to be shown separately from that for the technical effort.

If individual rates are used, provide the employee's name. If specific individual are identified in the technical proposal, correlate these individuals with the labor categories specified in the solicitation.

Provide a matrix summarizing the effort proposed, including the subcontracts, by professional and technical level specified in the solicitation.

(ii) State whether any additional direct labor (new hires will be required during the performance period of this acquisition. If so, state the number required.

(iii) With respect to educational institutions, include the following information for those professional staff member whose salary is expected to be covered by a stipulated salary support agreement pursuant to OMB Circular A-21.

(A) Individual's name;

(B) Annual salary and the period for which the salary is applicable.

(iv) Uncompensated Overtime Policy

The Offeror shall submit its corporate policy on Uncompensated Overtime or "standard" work weeks that exceed 40 hours per week, if any, for professional employees. The Offerors shall also describe any deviation from its corporate policy in developing direct labor rates for this contract.

(v) Indicate whether current rates or escalated rate are used. If escalation is included, state the degree (Percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date).

- (3) Indirect costs (overhead, general, and administrative expenses).
 - (i) If your rates have been recently approved, include a copy of the agreement.
 - (ii) Submit supporting documentation for rates which have not been approved or audited.
- (4) Travel expense.
 - (i) If the solicitation specifies the amount of travel costs, this amount is exclusive of any applicable indirect costs and fee.
- (5) Subcontracts.

Identify the subcontractors. State the amount of service estimated to be required and the quoted daily or hourly rate.
- (6) Consultant service.

Identify the contemplated consultants. State the amount of service estimated to be required.
- (7) Equipment (not including special equipment).
 - (i) If direct charges for use of existing contractor equipment are proposed, provide a description of these items.
 - (ii) If equipment purchases are proposed, provide a description of these items, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds. (Unless specified elsewhere in this solicitation, FAR 45.302-1 requires contractors to furnish all facilities in performance of contracts with certain limited exceptions.)
 - (iii) Identify Government-owned property in the possession of the offeror or proposed to be used in the performance of the contract, and the Government agency which has cognizance over the property.
- (8) Other Direct Costs.
 - (i) If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.

3. The clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (APR 1984)" has been deleted.

4. The following are Questions

Question 1. What is the relationship between Clause M.3 and Clause M.4? They appear to be identical sets of evaluation factors for award.

Answer. Clause M.3 has been deleted.

Question 2. Please clarify the relationship between the requirements in Clause L.8 for past performance information and the similar requirement of Clause L.9. One major apparent inconsistency is that L.8 requires information on "projects" while L.9 requires information on "contracts". Projects and contracts may be substantially different; for example, many separate projects may be completed under a single EPA contract. The requirements of Clauses L.8 and L.9 also vary in other ways; for example, L.8 requires the "client contact" to be identified, while L.9 asks for the contracting officer, program manager, and administrative contracting officer to be identified. In addition, please note that the last sentence in the first technical evaluation criterion mentions "past contract information" [emphasis added].

Answer. Information pertaining to Past Performance has been deleted from Paragraph (a)(2)(i) of Clause L.8. Past Performance information must be submitted in accordance with the L.9 provision only.

Question 3. The first paragraph of Clause L.8 states that the lists of project and synopses of relevant projects should be for those projects "from the past three years." This three-year limitation does not appear elsewhere in either the instructions for preparing the technical proposal or in the evaluation factors for award. Does EPA want past performance information to be limited to projects (or contracts) completed within the past three years.

Answer. The Past Performance language in L.8 has been modified. Information pertaining to Past Performance must be submitted in accordance with L.9 which requires offerors to "submit a list of all contract and subcontracts completed in the last three (3) years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement."